

**Tennessee Board of Medical Examiners’  
Committee on Physician Assistants  
October 08, 2004**

**Minutes**

A regular meeting of the Tennessee Board of Medical Examiners’ Committee on Physician Assistants was held in the Cumberland Room located on the Ground Floor of the Cordell Hull State Office Building on October 08, 2004.

**Members Present:** Rory O’More, PA; William Blalock, PA; Janet Johnson, OPA; Glen Alexander, PA; Nancy Parton, PA and Anne Arney, Consumer Member

**Members Absent:** Marcia Cole, PA

**Staff Present:** Robert J. Kraemer, Jr., Associate General Counsel; LaTonya Shelton, Administrator; Marsha Arnold, Unit Manager; Jerry Kosten, Rules Coordinator and Rosemarie Otto, Executive Director

Mr. Alexander was not yet present and Ms. Cole was not attending the meeting and members inquired about a quorum. Mr. Robert Kraemer reviewed the statute with the Committee stating a quorum existed for the purpose of conducting board business.

Rory O’More, Secretary, called the meeting to order at 9:34 a.m. in the absence of a chairman. Mr. O’More determined that a sufficient number of members were in attendance to constitute a quorum.

**Election of Officers**

Nancy Parton made a motion to nominate Rory O’More for chairman of the committee and Janet Johnson seconded the motion. The motion passed unanimously. Janet Johnson made a motion to nominate Nancy Parton for secretary for the Committee and William Blalock seconded the motion. The motion passed unanimously.

**Approval of Minutes**

Janet Johnson made a motion to approve the minutes from the April 16, 2004 meeting and Nancy Parton seconded the motion. The motion passed unanimously.

**Financial Report**

The Committee reviewed the financial report which indicated a projected cumulative balance of \$173,955.00.

### **Disciplinary Report**

The Committee reviewed the written report submitted by the disciplinary coordinator which indicated one licensee is being monitored and is in compliance. Ms. Lea Phelps informed the Committee that after this meeting there will be two licensees being monitored.

### **Manager's Report**

Ms. Marsha Arnold reported on the activities that have transpired in the administrative office between April 1, 2004 and September 30, 2004 concerning Physician Assistants. The totals are as follows: 70 new applications, 46 new licenses, 155 mailed out renewals and 0 licensure reinstatements. The performance measures have been incorporated since the first of 2002. The deadline for processing renewals has been set for 14 days. The actual processing time of our office is 10 days. The deadline for processing new applications has been set for 100 days. The actual processing time of our office is 82 days. Ms. Arnold also informed the Committee that the total number of active licensees as of September 30, 2004 is 696 and of that total 612 have Tennessee mailing addresses.

### **Investigations Report**

Ms. Lea Phelps informed the committee that there currently are thirteen complaints open in the Bureau of Investigations.

### **OGC Report**

Mr. Kraemer informed the Committee that the Disciplinary Rule (03-1318) will become effective on November 22, 2004. Mr. Kraemer also stated that there was one case open pertaining to the Board of Medical Examiners' Committee on Physician Assistants. Mr. Kraemer also discussed other Public Chapters 575, 579, 678, 704, 707, 715, 780, and 862 which are already in effect.

### **Ratification of New Licenses and Reinstatements**

Janet Johnson made a motion to ratify the new licenses, retirements and temporary permits. Nancy Parton seconded the motion. The motion passed unanimously.

### **Tennessee Professional Assistant Program**

Mr. Mike Harkreader, MS, RN read his report to the Committee concerning TNPAP. Statistics for the period of June 1, 2004 through September 13, 2004 are as follows three (3) active participants being monitored; one (1) voluntary withdrawal and one (1) has successfully completed the program.

### **Rule Making Hearing**

Jerry Kosten discussed with the committee authorizing a rule making hearing regarding volunteer practice. William Blalock made a motion to authorize a rule making hearing for Free Health Clinic and Volunteer Practice Requirements, and Nancy Parton seconded the motion. The motion carried unanimously.

### **General Discussion**

Review and adopt new Disciplinary Guidelines – Ms. Otto explained that disciplinary guidelines were developed as a response to the audit. The disciplinary guidelines are composed of different categories of discipline, severity parameters and scope parameters. Ms. Otto also informed the Committee that most boards have adopted these guidelines. Glen Alexander made a motion to adopt the disciplinary guidelines and Anne Arney seconded the motion. The vote passed unanimously.

Discussion on Health Insurance Portability and Accountability Act (HIPPA). Mrs. Denise Moran was not available to conduct the training. This discussion is to be placed back on the sunshine notice for the next scheduled meeting which is January 07, 2005.

Discuss and consider Public Chapter 575 concerning Independent Reviewer – The Committee reviewed public chapter 575 which would give the independent reviewer the authority to request medical records. Glen Alexander made a motion to accept public chapter 575 as written and designate the committee consultant as the independent reviewer. Janet Johnson seconded the motion. The motion carried unanimously.

### **“Noteworthy” on the Internet**

Nothing to report.

The next scheduled meeting is January 7, 2005 at 9:00 a.m. in the Cumberland Room.

The meeting adjourned at 10:25 a.m.

Approved this 7<sup>th</sup> day of January 07, 2004 by the Committee on Physician Assistants.

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Secretary

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